

LABORATORY RULES AND PROCEDURES

I. Lab Groups

1. Lab groups will be assigned at the beginning of the year and will remain the same until you have earned the privilege of working with whomever you choose.
2. Lab groups will also be assigned for the completion of performance assessments for the duration of the entire year.
3. Each group will be assigned a particular lab table. **You and your group are responsible for the cleanliness of their area and the equipment on your lab table.**
4. If material breaks, please inform the instructor immediately.
5. Lab members are encouraged to work cooperatively during class. However, any material not completed during class must be completed individually outside of the lab. Each member is responsible for handing in his or her own lab report when the assignment is due.

II. Entering & Leaving the Lab:

1. Often times, the instructor will demonstrate how the lab equipment is to be used. For that reason, students will enter the room and take their assigned seat. When the teacher instructs, the class may retreat to the lab tables in the back, each groups to their assigned table.
2. Please take a seat around the outside of the lab table. Leave the middle areas open for the instructor. **If you do move a chair or are instructed to do so, be sure the chair is pushed in where you got it from before leaving the lab.**
3. When the experiment is completed, or the class is over, please put away materials as instructed by the teacher.
4. Please push in your chair and stand behind your table when you are ready to be dismissed. **You may not leave the lab until you have been dismissed by the teacher.**

III. Getting Student Attention:

1. In order to gain your attention during a group activity or discussion, I will simply flick the lights on and off.
2. At that time all students should be quiet and watch me for instructions.
3. **If I stop the class, it is because I have something important to say and it is necessary that you hear me clearly and understand my directions.** I will not raise my voice or repeat myself, so it is important that you are absolutely silent.

IV. Missing a Lab

1. **Due to the number of lab experiments, you do not have to make up lab experiments.** You will receive an exempt grade for the experiment.
2. However, it is up to you to make certain that you are familiar with the lab experiment and what was tested for future reference.

V. Conduct

1. Safety rules and guidelines must be followed at all times. You may be dismissed from the lab for not following directions.
2. Lab materials are for science experimentation. If you treat them in a manner contrary to this, the privilege of conducting lab experiments may be revoked.

VI. Questioning

1. The laboratory is an important place in which learning is expected to be taking place.
2. You and your group are expected to respond to questioning by the teacher at any point during the lab. These questions will count as daily work points.
3. Each member of a group may be given a different question or questioned at different times. **Be ready to think about and analyze the experiment that you are doing from a scientific perspective.**
4. The following rubric will be used in order to score your answers. Each answer will be worth 4 points. You will be expected to answer three to four questions per quarter.

Advanced	Proficient	Basic	Insufficient	No Evidence
4 Answer is complete in concept and mathematics and represents full understanding of the questions context.	3 Answer is partially complete in concept or mathematics or lacks complete understanding of how the lab fits into the course.	2 Answer is partially complete in mathematics but lacks a true conceptual understanding of the larger topic being addressed.	1 Answer lacks specific knowledge of the concepts and mathematics involved and shows little evidence of critical thinking.	0 No response or "I don't know."